

UFFINGTON PARISH COUNCIL

Chairman: Councillor Lynne Padmore
New Bungalow
Uffington
Shrewsbury SY4 4SP

Telephone: 01743 709524

Clerk: Lisa Harris

Telephone: 07748 648382
Email: uffingtonpc@gmail.com

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING Held following the Annual Parish Meeting on 9 May 2022 in Uffington Village Hall

Present: Parish Councillors L Padmore (Chair), A Blake, P Daimond, E Strawbridge, J Carter and Shropshire Councillor L Picton

Clerk: Lisa Harris

19.22 Election of Chairman

The Chair asked for nominations for Chairman.

It was proposed by Councillor Daimond and seconded by Councillor Blake and **resolved (without opposition)**

that Councillor Padmore be elected as Chairman for the ensuing municipal year.

20.22 Chairman signs Declaration of Acceptance of Office

Councillor Padmore signed the Declaration of Acceptance of Office, and this was acknowledged by the Clerk.

21.22 Election of Vice Chairman

It was proposed by Councillor Padmore and seconded by Councillor Daimond and **resolved (without opposition)**

that Councillor Blake be elected as Vice Chairman for the ensuing municipal year.

22.22 Apologies for Absence

None

23.22 Disclosable Pecuniary Interests

- a) No disclosable pecuniary interests were declared.
- b) There were no applications for a dispensation regarding disclosable pecuniary interests.

24.22 Public Participation Session - *a period of 15 minutes will be set aside for the public to speak, with a strict 5-minute limit per speaker. Members of the public may speak on matters appearing on the agenda. However, if a matter does not appear on the agenda, a written request should be submitted to the Clerk no later than 2 working days before the meeting.*

No members of the public were present.

25.22 To approve the minutes of the Parish Council Meeting held on 11 April 2022 and the Extraordinary Meeting held on 15 April 2022

The minutes of the previous meetings had been circulated.

It was proposed by Councillor Strawbridge and seconded by Councillor Daimond and **resolved (without opposition)**

that the minutes of the Parish Council Meeting held on 11 April 2022 and the Extraordinary Meeting held on 15 April 2022 be accepted as a true record.

The minutes were signed accordingly.

26.22 Clerk's Report on matters arising from the minutes of the Parish Council Meeting of 11 April 2022.

- Research is underway into replacing damaged streetlight
- Planning objection to Shropshire Council relating to application 22/01007/FUL had been submitted
- Extraordinary Meeting had been arranged on 15 April 2022 to decide on commemoration for The Queen's Platinum Jubilee.

27.22 To receive report from Shropshire Councillor and/or Safer Neighbourhood Team (West Mercia Police)

Nobody from the SNT was able to attend.

Councillor Picton had nothing further to add to the report given in the earlier Annual Parish Meeting and left the meeting at this point.

28.22 Appointment of member representatives for outside bodies

It was resolved that

Councillor Padmore be appointed as SALC Area Committee Representative

29.22 To review and re-adopt Standing Orders

The Standing Orders had been circulated for review by councillors before the meeting.

It was agreed (without opposition) that the Standing Orders dated 09/05/22 be re-adopted by the Council and signed accordingly.

30.22 To review and re-adopt Financial Regulations

The Financial Regulations had been circulated for review by councillors before the meeting.

It was agreed (without opposition) that the revised Financial Regulations dated 09/05/22 be adopted by the Council and signed accordingly.

31.22 To review and re-adopt updated Code of Conduct

The new LGA Code of Conduct had been circulated for review by Councillors before the meeting.

It was agreed (without opposition) that the Code of Conduct dated 09/05/22 be adopted by the Council and signed accordingly.

32.22 To receive and review the Risk Assessment Schedule

The Risk Assessment Schedule had been circulated for review by councillors before the meeting.

It was agreed (without opposition) that the Risk Assessment Schedule dated 09/05/22 be adopted by the Council and signed accordingly.

33.22 To receive and review the Asset Register as at 31/03/22

The Clerk presented the Asset Register at the year end. No additional assets had been added during the year although the Parish Council noticeboard had been replaced.

It was agreed (without opposition) to adopt the Asset Register as presented. The Chairman and Clerk signed the copy Asset Register.

34.22 To appoint insurers for the period 01/06/22 – 31/05/23

Gallaghers had provided a quote for insurance of £618 for the next year, an increase on last year's premium of £400. The Clerk had obtained a quote from Zurich Insurance for £300.

It was agreed (without opposition) that Zurich be appointed as insurers for the period 01/06/22 – 31/05/23.

35.22 Annual Return for the year ended 31 March 2022

Council to receive, approve and sign (as appropriate) the following:

a) Final bank reconciliation and accounts 2021/22

Council approved the year end bank reconciliation as checked by the Internal Auditor. The final year end detailed accounts were approved.

b) Internal Audit report 2021/22 (AGAR part 2 page 4)

Council considered the Internal Audit Report and noted that the Council's system of Internal Controls was operating effectively.

c) Certificate of Exemption (AGAR part 2 page 3)

Council confirmed that it meets the criteria for certifying itself as exempt from the full requirements for external audit. The RFO and the Chairman signed the Certificate of Exemption for submission to the external auditor.

d) Annual Governance statement (AGAR part 2 page 5)

Council considered each internal control statement per The Governance Statement (1-9) and confirmed their agreement that the majority of statements had been met. The exceptions were statements 4 and 7 which were not met as an oversight in May 2021 had resulted in the failure to "provide proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations". The Clerk completed the Annual Governance Statement to this effect and the Chairman and Clerk signed the statement as approved.

e) Summary accounting statements (AGAR part 2 page 6)

It was agreed (without opposition) to confirm the accuracy of the accounting statements. The Chairman signed the summary accounting statements in the Annual Governance and Accountability Return as approved.

36.22 To receive the defibrillator report for the period

Councillor Blake confirmed that the defibrillator was ready to use as and when required.

37.22 Current Financial Matters

a) Payments

Date	Payee	Description	Amount
09/05/22	Miss L Harris	Clerk's expenses May	£ 38.65
09/05/22	Miss L Harris	Clerk's salary May	£ 420.55

09/05/22	HMRC	PAYE on Clerk's salary	£ 105.00
09/05/22	SALC	Affiliation Fees	£ 176.07
09/05/22	DM Payroll Services	Payroll Services	£ 95.00
09/05/22	Zurich Insurance	Insurance cover 2022/23	£ 300.00
09/05/22	SDH Accounting	Internal Audit	£ 175.00
TOTAL			£ 1310.27

It was proposed by Councillor Strawbridge and seconded by Councillor Daimond and **resolved (without opposition)**

that the above accounts be approved for payment.

b) Bank reconciliation to 2 May 2022

The bank was reconciled at £39,860.94, being the online banking balances on the date the meeting agenda was prepared. The bank reconciliation was agreed and signed accordingly.

38.22 Highway Matters

None.

39.22 Planning

1. Decisions to note

a) Ref: 22/01007/FUL

Address: The Corbet Arms Uffington Shrewsbury Shropshire SY4 4SN

Description: Erection of a single storey extension over existing outdoor terrace to provide additional indoor dining and bar space, raised terrace for outdoor dining and drinking on part of existing beer garden

Validated: 2 Mar 2022

Status: Refused

2. Planning applications for consideration

a) Ref: 22/01007/FUL

Address: Rea Valley Tractors Seven Acres Uffington Shrewsbury Shropshire SY4 4RR

Description: Erection of extension to existing building; erection of two further buildings and relocation of existing vehicular access

Validated: 12 Apr 2022

Status: Pending Consideration

No objections nor comments were recorded on any of the above planning applications.

40.22 To consider changing the start time of future meetings

After a full discussion it was agreed that the start time of future meetings remain as 7.30pm.

41.22 Correspondence to note

None

42.22 Minor matters not included elsewhere on agenda and future agenda items

None

43.22 Date and time of next meetings – all held in Uffington Village Hall

Monday 11 July 2022, 7.30pm

Monday 12 September 2022, 7.30pm

Monday 14 November 2022, 7.30pm

Monday 9 January 2023, 7.30pm

Monday 13 March 2023, 7.30pm

Monday 8 May 2023, 7.30pm

The Chairman thanked everybody for attending and the meeting closed at 8.52pm.

Signed by Chairman:

Date: 11 July 2022